

**Synergies Committee Meeting #1103  
Friday, February 25, 2011 1:00 PM  
Third Floor Meeting Room, Winchester Hall**

**Agenda**

- I. Introductions
- II. Approval of Minutes
- III. Review of Warehouse Functions
- IV. Establish Future Topics for Presentation
- V. Closing Discussions/Comments
- VI. Next Meeting
- VII. Adjourn

**Synergies Committee Meeting #1103  
Friday, February 25, 2011  
Third Floor Meeting Room – Winchester Hall**

Commissioner C. Paul Smith, *Vice President*, called to order a meeting of the Synergies Committee for Friday, February 25, 2011, at 1:00 p.m. Also present were Barry Stanton, Office of the County Manager; Karen Young, Alderman and Katie Barkdoll, City of Frederick (City); Jimmy Reeder and Dr. April Miller, Frederick County Board of Education (BOE).

Austin Abraham, Management Services Division, Kandy Fullerton, City, Hal Keller and Roy McHaffa, Frederick County Public Schools (FCPS), presented a breakdown of their entities warehouse services and how each entity could work together to provide better service at a lower cost.


There was a request to come back before the committee on April 29, 2011, with an update on objectives, goals and plans regarding the warehouse issue.

Barry Stanton noted looking into the possibility of combining courier services.

There was a request to look at payroll processing during a future meeting.

The next meeting is scheduled for Thursday, March 3, 2011, at 2:00 p.m., to review purchasing functions.

The meeting adjourned at 2:15 p.m.

  
Mary Baker  
Recording Secretary